



STEP 4: Signing & Submitting DMRs in NetDMR

1. Open your internet browser and go to <https://cdx.epa.gov/cdx/login>.
2. Login and click on the role of **Permittee (signature)** listed next to NDMR-LA: NetDMR: Louisiana DEQ on the MYCDX screen.
3. Click **Continue to NetDMR**.
4. In the center of the screen, there is a large blue search box. At the top of this blue search box, click the tab **DMRs Ready to Submit**.
5. Choose **one** of the following search methods (****Please note**** This may not encompass all DMRs currently due. It is the Signatory's responsibility to verify that all DMRs are present and ready for submission. A status of Ready for Data Entry, or NetDMR Validation Errors will **NOT** appear in this search method):
 - a. **All DMRs:** Click **Search** beside this option. This will bring forward any and all DMRs that are in the status of NetDMR Validated for all permit numbers associated with the account.
 - b. **DMRs for Permit ID:** Choose a Permit ID from the dropdown and click **Search** beside this second option. This will bring forward any and all DMRs that are in the status of NetDMR Validated for this permit only.
 - c. **DMRs for Facility:** Select a facility from the dropdown and click **Search** beside this third option. This will bring forward any and all DMRs that are in the status of NetDMR Validated for only this facility location.
6. Locate the DMR for which you would like to enter data. To ensure that you are selecting the right DMR, verify the Permit ID, Discharge #, and Monitoring Period End Date.
7. In the third column from the right, **Include in Batch Submit**, select the checkboxes associated with the DMRs you wish to submit. (Alternatively, you can select the **Check All On Page** button to submit all the available DMRs.) Then, click the link above the columns to **Sign and Submit Checked DMRs**.
8. In the first column on this new page, **Include in Submission**, select the box to **Check All**.
9. **Optional step:** If you would like a copy of the DMR emailed to you, select **Check All** in the second column, **Add Copy of Submission and Attachments to Email Notification**.

10. Scroll down to the yellow portion of the screen, and enter your password. This is the same password used to login to your account. Click **Submit**, but do **not** click the Enter button on your keyboard to do so.
11. A security question appears in place of the password space. Answer the question, and click the **Submit** button, again **not** using the enter button on your keyboard.
12. **SIGNING PROCESS CONFIRMATION** - The DMR submission is complete. You will receive an email confirmation from the NetDMR system once your DMRs are processed.

Questions? Email us at deqnetdmr@la.gov